

REAL ESTATE SERVICES

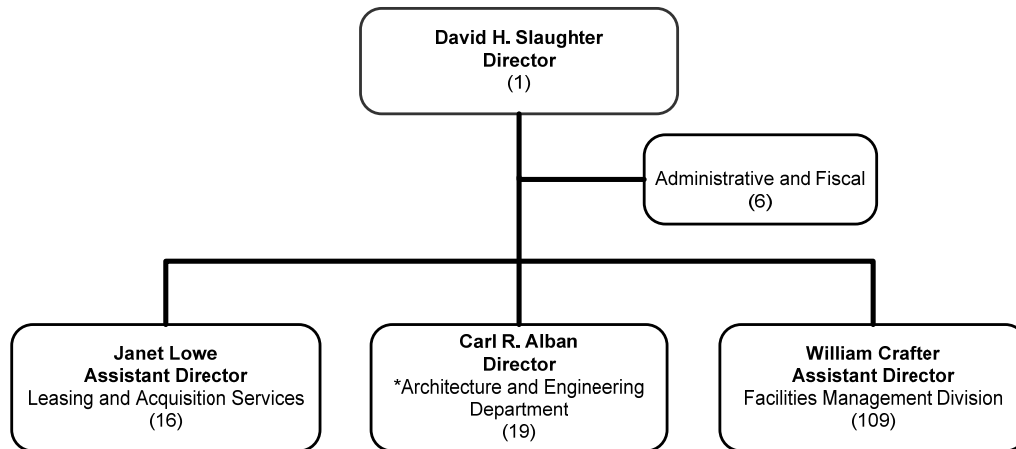
David H. Slaughter

DEPARTMENT MISSION STATEMENT

The Real Estate Services Department is committed to providing a broad spectrum of timely, professional and quality real estate related services including leasing, appraisal, acquisitions, surplus property sales, inventory of owned and leased buildings and land, maintenance, grounds and custodial services, and design and construction of projects included in the annual Capital Improvement Program.



ORGANIZATIONAL CHART



*The budget of Architecture and Engineering Department is shown under its own budget section.

2012-13 ACCOMPLISHMENTS

- The Leasing and Acquisition Division (LAD) purchased a 103,730 square foot, 4-story office building with 420 parking spaces and 4.3 acres of land for additional parking at 268 West Hospitality Lane in San Bernardino to provide additional space and accommodate consolidation of County departments as part of the Building Acquisitions and Retrofit Project.
- LAD secured leases of 139,830 square feet for Human Services to provide office space for staff and to improve the efficient delivery of services as a result of increasing caseloads:
 - Department of Public Health – 57,930 square feet in Ontario
 - Department of Children and Family Services – 37,000 square feet in Victorville
 - Transitional Assistance Department – 26,900 square feet in Redlands
 - Transitional Assistance Department - 18,000 square feet in Yucaipa
- The Land Plan Prop-70 Transformation for agricultural preservation in the Chino area was developed and approved by the State Parks Department and subsequently the Board for implementation.
- LAD completed the final cell tower and billboard relocations, and obtained an additional 33 Permits to Enter and Construct from property owners for sound wall construction for the Cherry Avenue at Interstate 10 Interchange Improvement Project.
- LAD assumed full responsibility for managing all the Franchise agreements with a variety of utility purveyors who operate facilities in County's road right-of-way.
- The Facilities Management Division (FMD) integrated 23 of the larger heating, ventilation and air conditioning (HVAC) systems to a web based system allowing remote control, diagnostic and system failure alerts.
- FMD Air Conditioning technicians obtained North American Technician Excellence (NATE) certifications.
- FMD met Air Quality Management District (AQMD) boiler emission requirements.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES**COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS**

Objective(s): • *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy: • *Renew leases or relocate County departments prior to the lease termination date.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Estimate	2013-14 Target
Percentage of lease renewal processes initiated not later than 6 months prior to the termination date.	N/A	N/A	N/A	100%
Percentage of lease relocation processes initiated not later than 18 months prior to the termination date.	N/A	N/A	N/A	100%

COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER

Objective(s): • *Invest County resources in ways which create more ongoing revenue to reinvest in maintaining services.*

Department Strategy: • *Participate in Southern California Edison's (SCE) HVAC Optimization Program - a three-year planned HVAC maintenance program with financial incentives.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Estimate	2013-14 Target
Number of HVAC units enrolled in the HVAC Optimization Program (563 total units).	N/A	N/A	N/A	149
Percentage of enrolled HVAC units repaired and serviced to minimum performance level (baseline).	N/A	N/A	N/A	100%

COUNTY GOAL: PURSUE COUNTY GOALS AND OBJECTIVES BY WORKING WITH OTHER GOVERNMENTAL AGENCIES

Objective(s): • *Work with all Federal and State agencies owning land in the County, to maximize the benefit to the County.*

Department Strategy: • *Transfer County-owned parcels in the El Mirage Off Highway Vehicle (OHV) area to the Bureau of Land Management for recreation and conservation purposes.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Estimate	2013-14 Target
Percentage of total parcels conveyed (1,250 total).	N/A	N/A	N/A	10%



COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

Objective(s): • *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy: • *Increase number of preventative maintenance tasks for County equipment and building systems.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Estimate	2013-14 Target
Increase number of preventative maintenance tasks completed.	5,432	7,216	7,216	8,298

SUMMARY OF BUDGET UNITS

	2013-14					
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
<u>General Fund</u>						
Real Estate Services Department	1,166,965	1,166,965	0			23
Rents and Leases	2,511,056	2,511,056	0			0
Courts Property Management	2,285,336	2,285,336	0			0
Architecture and Engineering	0	0	0			19
Facilities Management Division	13,258,458	12,905,399	353,059			109
Utilities	19,625,024	277,495	19,347,529			2
Total General Fund	38,846,839	19,146,251	19,700,588			153
<u>Special Revenue Fund</u>						
Chino Agricultural Preserve	9,684,797	547,236		9,137,561		0
Total Special Revenue Fund	9,684,797	547,236		9,137,561		0
Total - All Funds	48,531,636	19,693,487	19,700,588	9,137,561		153



5-YEAR REQUIREMENTS TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Real Estate Services Department	1,815,957	1,355,175	1,226,884	1,225,745	1,166,965
Rents and Leases	393,112	474,198	1,857,058	1,482,408	2,511,056
Courts Property Management	2,063,555	2,151,623	2,381,364	2,221,510	2,285,336
Chino Agricultural Preserve	9,031,705	9,639,822	10,037,703	9,471,919	9,684,797
Architecture and Engineering	62,972	(65,000)	(100,000)	0	0
Facilities Management Division	11,209,835	14,679,893	11,789,944	13,268,224	13,258,458
Utilities	15,806,215	18,915,207	17,276,736	19,618,237	19,625,024
Total	40,383,351	47,150,918	44,469,689	47,288,043	48,531,636

5-YEAR SOURCES TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Real Estate Services Department	1,324,370	1,505,595	1,226,884	1,225,745	1,166,965
Rents and Leases	434,247	480,854	1,857,058	1,482,408	2,511,056
Courts Property Management	2,029,779	2,167,395	2,381,364	2,221,510	2,285,336
Chino Agricultural Preserve	884,929	767,596	675,431	674,156	547,236
Architecture and Engineering	0	0	0	0	0
Facilities Management Division	3,399,736	14,641,479	12,226,748	13,268,224	12,905,399
Utilities	223,844	2,849,818	1,485,093	385,292	277,495
Total	8,296,905	22,412,737	19,852,578	19,257,335	19,693,487

5-YEAR NET COUNTY COST TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Real Estate Services Department	491,587	(150,420)	0	0	0
Rents and Leases	(41,135)	(6,656)	0	0	0
Courts Property Management	33,776	(15,772)	0	0	0
Architecture and Engineering	62,972	(65,000)	(100,000)	0	0
Facilities Management Division	7,810,099	38,414	(436,804)	0	353,059
Utilities	15,582,371	16,065,389	15,791,643	19,232,945	19,347,529
Total	23,939,670	15,865,955	15,254,839	19,232,945	19,700,588

5-YEAR FUND BALANCE TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Chino Agricultural Preserve	8,146,776	8,872,226	9,362,272	8,797,763	9,137,561
Total	8,146,776	8,872,226	9,362,272	8,797,763	9,137,561



Real Estate Services Department

DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department (RESA) consists of the Leasing and Acquisition Division, Administration and Fiscal section, Facilities Management Division, and the Architecture and Engineering Department (shown elsewhere in the County budget).

The Leasing and Acquisition Division negotiates and administers revenue and expenditure leases on behalf of County departments. Revenue leases allow for the use of County-owned facilities, generally at County parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Expenditure leases provide space in leased facilities throughout the County for departments and their employees to support the delivery of services in locations convenient to the residents served. In addition, the division is responsible for the property management of court facilities within the County and the County-owned land and dairy facilities in the Chino Agricultural Preserve.

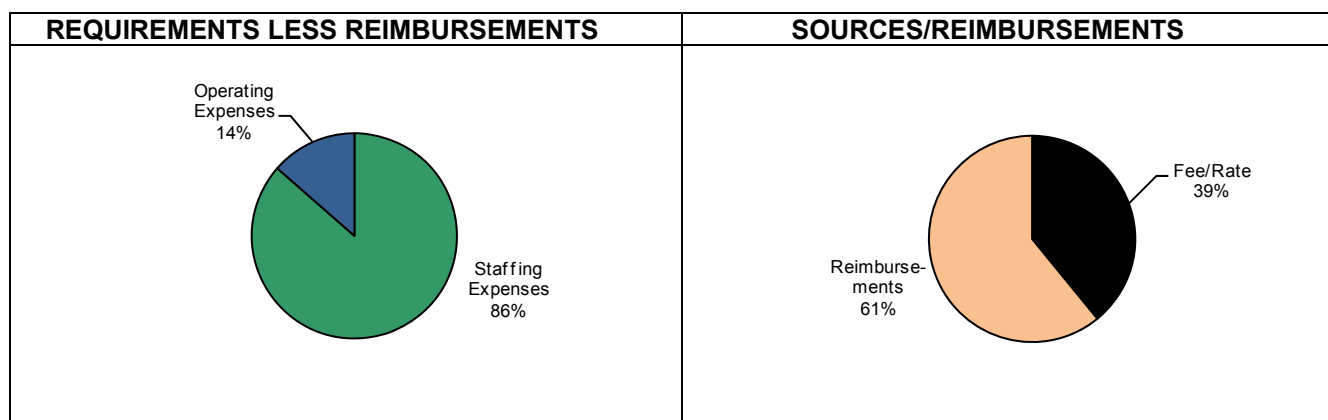
The Leasing and Acquisition Division also provides appraisal, acquisition, and relocation assistance for County departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. Staff establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. This Division also acquires land and facilities for various functions and disposes of property determined to be surplus to the County's needs.

The activities of the Leasing and Acquisition Division are conducted in accordance with, and in support of, the County goals to operate in a fiscally responsible and business-like manner, to maintain public safety, to provide for the health and social service needs of County residents, and to pursue County goals and objectives by working with governmental agencies.

The Administration and Fiscal section is responsible for maintaining an inventory of all County land and buildings, including leased facilities, and provides all support functions including budgeting, personnel administration and automation services.

The Facilities Management Division serves the public by providing quality custodial, grounds and maintenance services that enable County departments and staff to effectively meet the expectations of their customers.

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2011-12 Final	2012-13 Adopted	2012-13 Modified	2013-14 Recommended					
Regular	22	23	23	23					
Limited Term	0	0	0	0					
Total	22	23	23	23					
Staffing Expenses	\$2,449,370	\$2,493,985	\$2,493,985	\$2,580,399					

ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: Real Estate Services
FUND: General

BUDGET UNIT: AAA RPR
FUNCTION: General
ACTIVITY: Property Management

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	1,756,672	2,070,831	2,376,998	2,446,604	2,493,985	2,580,399	86,414
Operating Expenses	249,894	229,159	380,674	288,713	376,906	404,537	27,631
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,006,566	2,299,990	2,757,672	2,735,317	2,870,891	2,984,936	114,045
Reimbursements	(190,612)	(959,396)	(1,639,941)	(1,594,243)	(1,645,146)	(1,817,971)	(172,825)
Total Appropriation	1,815,954	1,340,594	1,117,731	1,141,074	1,225,745	1,166,965	(58,780)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,815,954	1,340,594	1,117,731	1,141,074	1,225,745	1,166,965	(58,780)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	1,246,205	1,478,374	1,226,221	1,201,930	1,225,745	1,166,965	(58,780)
Other Revenue	28,164	26,655	50	1,582	0	0	0
Total Revenue	1,274,369	1,505,029	1,226,271	1,203,512	1,225,745	1,166,965	(58,780)
Operating Transfers In	50,000	0	0	0	0	0	0
Total Sources	1,324,369	1,505,029	1,226,271	1,203,512	1,225,745	1,166,965	(58,780)
Net County Cost	491,585	(164,435)	(108,540)	(62,438)	0	0	0
Budgeted Staffing					23	23	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Staffing expenses of \$2.6 million make up a majority of Real Estate Services Department's expenditures within this budget unit. Operating expenses of \$404,537 fund services and supplies, central services, travel and transfers. Reimbursements of \$1.8 million are for transfers from Architecture and Engineering Department (A&E) and the Facilities Management Division (FMD) for department overhead for shared administrative and fiscal staff, and from the Rents Budget for administration of expenditure leases (based on 3% of annual lease cost in excess of \$36,000). Sources of \$1.2 million is based on billable labor hours for leases with annual lease cost less than \$36,000, and for acquisition and appraisal services billed at an hourly rate.



BUDGET CHANGES AND OPERATIONAL IMPACT

Department requirements and sources of \$1.2 million decreased overall by \$58,780. Staffing expenses increased \$86,414 due primarily to increased retirement and employee group insurance costs. Operating expenses increased \$27,631 related to information-technology services. Reimbursements increased \$172,825 due to an increase in department overhead allocated to A&E and FMD. Sources decreased \$58,780 due to a reduction of billable labor hours charged to departments associated with appraisal and acquisition activities. Since the overall budget change is minimal, there is no impact to operations.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.6 million fund 23 budgeted regular positions. There is no change in staffing proposed for 2013-14.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration and Fiscal	7	0	7	7	0	0	7
Leasing and Acquisition	16	0	16	16	0	0	16
Total	23	0	23	23	0	0	23

Administration and Fiscal		Leasing and Acquisition	
<u>Classification</u>		<u>Classification</u>	
1	Director	1	Assistant Director
1	Administrative Supervisor II	2	Real Estate Services Manager
1	Asset Management Analyst	2	Real Property Agent III
2	Staff Analyst II	9	Real Property Agent II
1	Fiscal Specialist	1	Executive Secretary II
1	Payroll Specialist	1	Secretary II
7	Total	16	Total



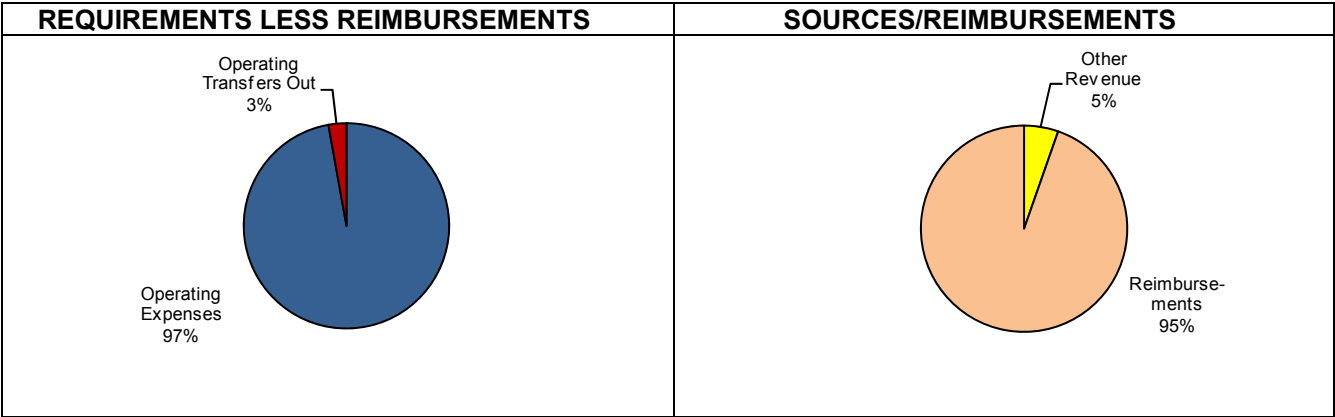
Rents and Leases

DESCRIPTION OF MAJOR SERVICES

This budget unit pays rental payments for leased space utilized by County departments. These expense lease payments are reimbursed from various user departments. This budget unit also collects rental income for leases of County-owned property.

Budget at a Glance	
Total Requirements	\$2,511,056
Total Sources	\$2,511,056
Net County Cost	\$0
Total Staff	0
Funded by Net County Cost	0%

2013-14 RECOMMENDED BUDGET



ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services - Rents and Leases
 FUND: General

BUDGET UNIT: AAA RNT
 FUNCTION: General
 ACTIVITY: Property Management

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	38,297,971	40,089,418	41,694,408	42,938,265	44,464,565	45,548,117	1,083,552
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	38,297,971	40,089,418	41,694,408	42,938,265	44,464,565	45,548,117	1,083,552
Reimbursements	(37,904,860)	(39,618,474)	(41,172,713)	(42,064,700)	(43,609,979)	(44,359,561)	(749,582)
Total Appropriation	393,111	470,944	521,695	873,565	854,586	1,188,556	333,970
Operating Transfers Out	0	3,250	1,315,730	627,822	627,822	1,322,500	694,678
Total Requirements	393,111	474,194	1,837,425	1,501,387	1,482,408	2,511,056	1,028,648
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	75	0	0	0
Other Revenue	434,247	480,864	1,910,190	1,792,640	1,482,408	2,511,056	1,028,648
Total Revenue	434,247	480,864	1,910,190	1,792,715	1,482,408	2,511,056	1,028,648
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	434,247	480,864	1,910,190	1,792,715	1,482,408	2,511,056	1,028,648
Net County Cost	(41,136)	(6,670)	(72,765)	(291,328)	0	0	0
Budgeted Staffing					0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

The major expenditures for this budget unit primarily include lease payments of \$43.0 million paid to landlords. In addition, expenditures include transfers of \$1.0 million to Facilities Management for operating expenses of non-billable vacant or tenant space in County-owned property, \$1.3 million to the Real Estate Services Department for property lease management, \$170,000 to the Sheriff/Coroner/Public Administrator for the 303 Building security costs, and \$106,340 for miscellaneous operations and maintenance costs. Reimbursements of \$44.4 million represent payments from County departments for lease payments and property lease management fees of \$44.3 million and \$97,286 from the Public Health Department in-lieu of rent for the Haven Office Building in Rancho Cucamonga. Sources of \$2.5 million are primarily from the lease of space in the 303 Building to the Courts, as well as lease payments received from tenants in the newly acquired 268 Hospitality building. Also included in sources is \$271,785 for lease revenue previously directed to the Information Services Department (ISD).

BUDGET CHANGES AND OPERATIONAL IMPACT

Total requirements are increasing by \$1.0 million, which includes an increase in operating expenses of \$1.1 million primarily due to an increase in lease payments paid to landlords and an increase in transfers to Facilities Management for operations and maintenance costs of County-owned vacant and tenant space. Reimbursements increased by \$749,582 for lease costs and administrative fees paid to the Real Estate Services Department by various County departments. Operating transfers out of \$1.3 million increased by \$694,678 from new revenue leases resulting in excess revenue anticipated to be transferred to the general fund. Sources increased by \$1.0 million which includes lease revenue from 268 Hospitality and revenue now redirected from ISD.

STAFFING CHANGES AND OPERATIONAL IMPACT

There are no staffing costs associated with this budget unit.



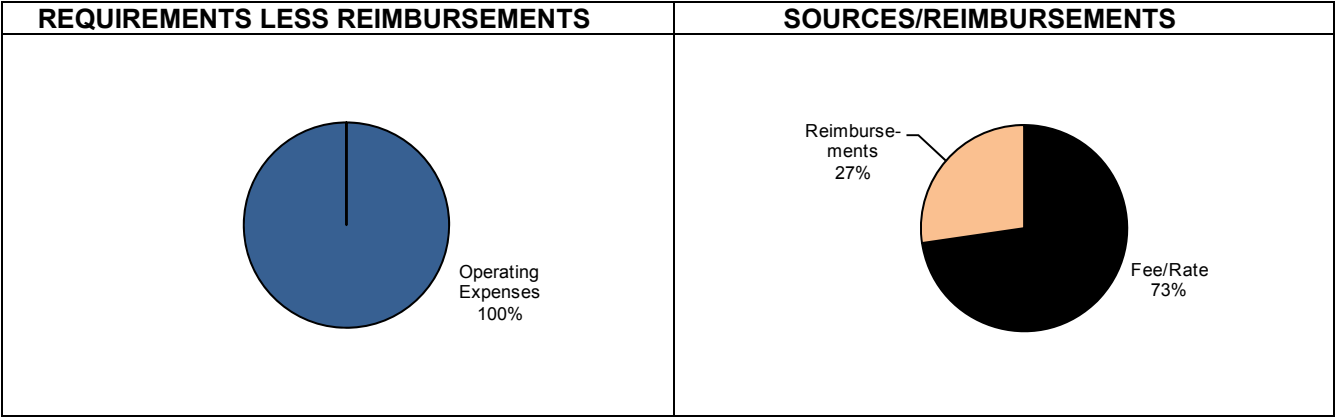
Courts Property Management

DESCRIPTION OF MAJOR SERVICES

The Trial Court Facilities Act of 2002, SB 1732, required the transfer of responsibility for funding and operation of trial court facilities from all counties to the State of California on behalf of the Judicial Council of California, Administrative Office of the Courts (AOC). In addition, as each transfer occurred, the County and the AOC entered into an agreement that defined whether the County or the AOC manages the operations and maintenance of the building. This budget unit is used to manage and account for reimbursements from the AOC for maintenance, utilities, insurance, overhead expenditures, and work order requests for space occupied by the local court in County-managed facilities. This budget unit is also used to manage and account for payments to the AOC for costs associated with the space occupied by County departments in AOC-managed facilities.

Budget at a Glance	
Total Requirements	\$2,285,336
Total Sources	\$2,285,336
Net County Cost	\$0
Total Staff	0
Funded by Net County Cost	0%

2013-14 RECOMMENDED BUDGET



ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services - Courts Property Management
 FUND: General

BUDGET UNIT: AAA CRT
 FUNCTION: Public Protection
 ACTIVITY: Judicial

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	3,307,098	2,894,813	3,552,861	3,180,680	3,247,430	3,143,999	(103,431)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	3,307,098	2,894,813	3,552,861	3,180,680	3,247,430	3,143,999	(103,431)
Reimbursements	(1,243,545)	(743,199)	(1,178,626)	(894,259)	(1,025,920)	(858,663)	167,257
Total Appropriation	2,063,553	2,151,614	2,374,235	2,286,421	2,221,510	2,285,336	63,826
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,063,553	2,151,614	2,374,235	2,286,421	2,221,510	2,285,336	63,826
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	2,029,779	2,167,395	2,374,236	2,286,421	2,221,510	2,285,336	63,826
Other Revenue	0	0	0	0	0	0	0
Total Revenue	2,029,779	2,167,395	2,374,236	2,286,421	2,221,510	2,285,336	63,826
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	2,029,779	2,167,395	2,374,236	2,286,421	2,221,510	2,285,336	63,826
Net County Cost	33,774	(15,781)	(1)	0	0	0	0
Budgeted Staffing					0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

This budget unit acts as a clearinghouse between County departments and the AOC for management of court facilities. Operating expenses of \$3.1 million include payments of \$858,663 to the AOC for operations, maintenance and utility costs for space occupied by County departments in AOC-managed court facilities, \$340,746 to Risk Management for property insurance, and transfers of \$1.9 million to Facilities Management Division (FMD), Utilities (UTL), and Real Estate Services (RPR) for reimbursement of the AOC's share of operations, maintenance, utility and administrative costs in County-managed court facilities. Reimbursements of \$858,663 from FMD and UTL budgets are for AOC-managed court facilities, and sources of \$2.3 million represents the AOC's share of operations, maintenance, utility, administrative and insurance costs for County-managed court facilities.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements of \$2.3 million include an increase of \$63,826, offset by an increase in sources of the same amount. Operating expenses have a net decrease of \$103,431 due to a decrease of \$163,717 in services and supplies as a result of a decrease in estimated expenses for AOC-managed court facilities and an increase in transfers of \$60,286 for increased costs charged to the AOC and transferred to FMD, UTL and RPR for County-managed court facilities. Reimbursements include a decrease of \$167,257 reimbursed from FMD, UTL and RPR.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



Chino Agricultural Preserve

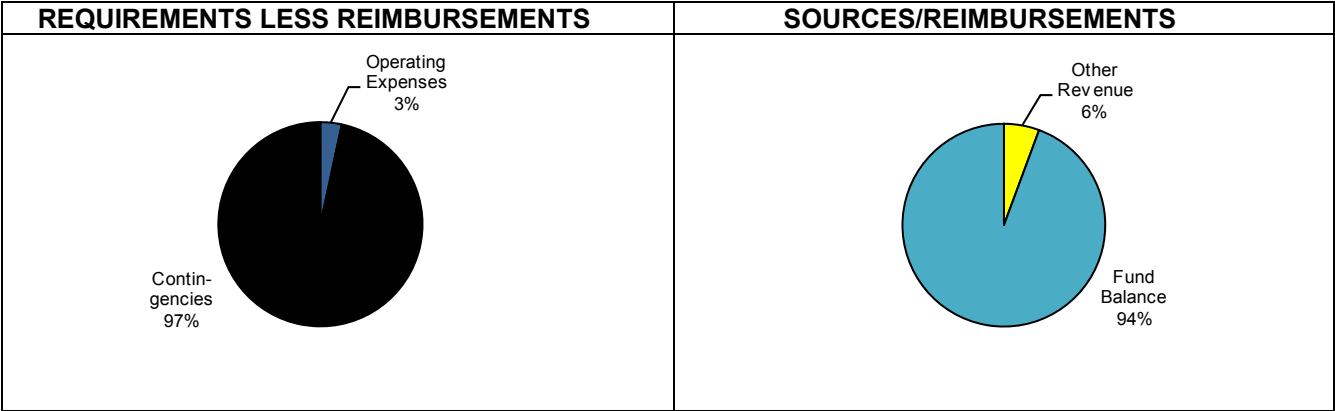
DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act (Proposition 70). The Department is responsible for negotiating and managing leases for the properties acquired, and developing recommendations for the ultimate use/disposition of these properties. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve and maintain the properties in their present condition and improve operating efficiency, or altering them to enhance lease potential and/or comply with lease requirements. Expenditures are fully funded through revenues received from the lease of acquired properties.

Budget at a Glance

Total Requirements	\$9,684,797
Total Sources	\$547,236
Fund Balance	\$9,137,561
Use of Fund Balance	\$0
Total Staff	0

2013-14 RECOMMENDED BUDGET



ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services
 FUND: Chino Agricultural Preserve

BUDGET UNIT: SIF INQ
 FUNCTION: Public Ways and Facilities
 ACTIVITY: Public Ways

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	160,175	296,529	208,743	268,711	344,664	325,946	(18,718)
Capital Expenditures	0	0	0	9,800	9,800	0	(9,800)
Contingencies	0	0	0	0	9,117,455	9,358,851	241,396
Total Exp Authority	160,175	296,529	208,743	278,511	9,471,919	9,684,797	212,878
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	160,175	296,529	208,743	278,511	9,471,919	9,684,797	212,878
Operating Transfers Out	0	0	1,035,906	0	0	0	0
Total Requirements	160,175	296,529	1,244,649	278,511	9,471,919	9,684,797	212,878
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	884,928	786,574	662,889	618,309	674,156	547,236	(126,920)
Total Revenue	884,928	786,574	662,889	618,309	674,156	547,236	(126,920)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	884,928	786,574	662,889	618,309	674,156	547,236	(126,920)
Fund Balance					8,797,763	9,137,561	339,798
Budgeted Staffing					0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Operating expenses of \$325,946 represent the costs to maintain County dairies, such as utility costs associated with vacant properties, property management charges, County Counsel fees, professional services, and maintenance charges. Sources of \$547,236 include revenue anticipated from the leasing of dairy properties and interest revenue.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements of \$9.7 million include an increase of \$212,878 primarily due to a Fund Balance adjustment resulting in increased contingencies. Sources of \$547,236 includes a decrease of \$126,920 primarily due to the termination of two dairy leases and a decrease in anticipated interest revenue.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



Facilities Management Division

DESCRIPTION OF MAJOR SERVICES

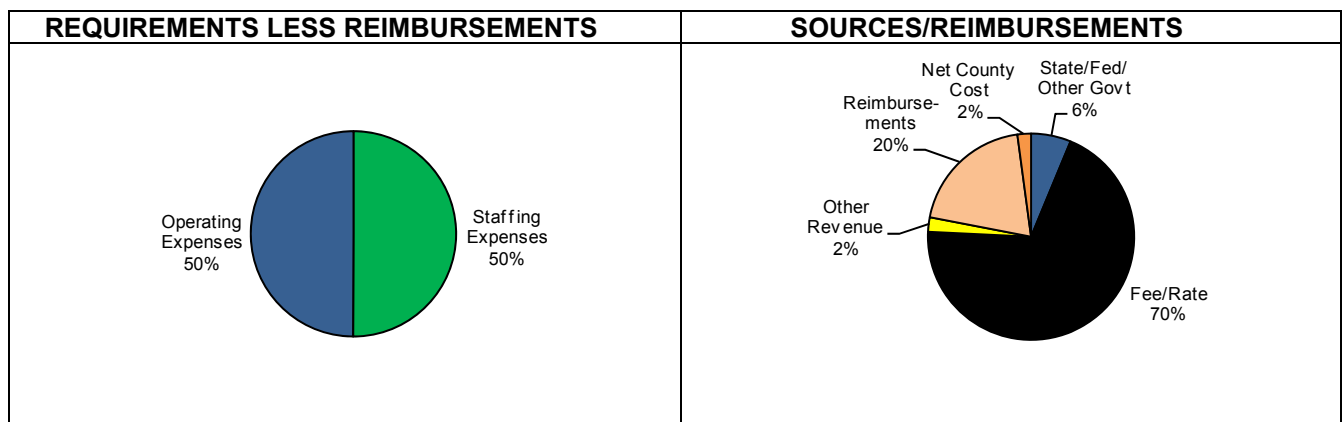
The Facilities Management Division (FMD) provides routine maintenance, grounds and custodial services to ensure County facilities are well maintained, including 24 hours per day – 7 days per week emergency building maintenance. Services also include repairing building structures, equipment, and fixtures.

FMD's focus is on asset protection. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

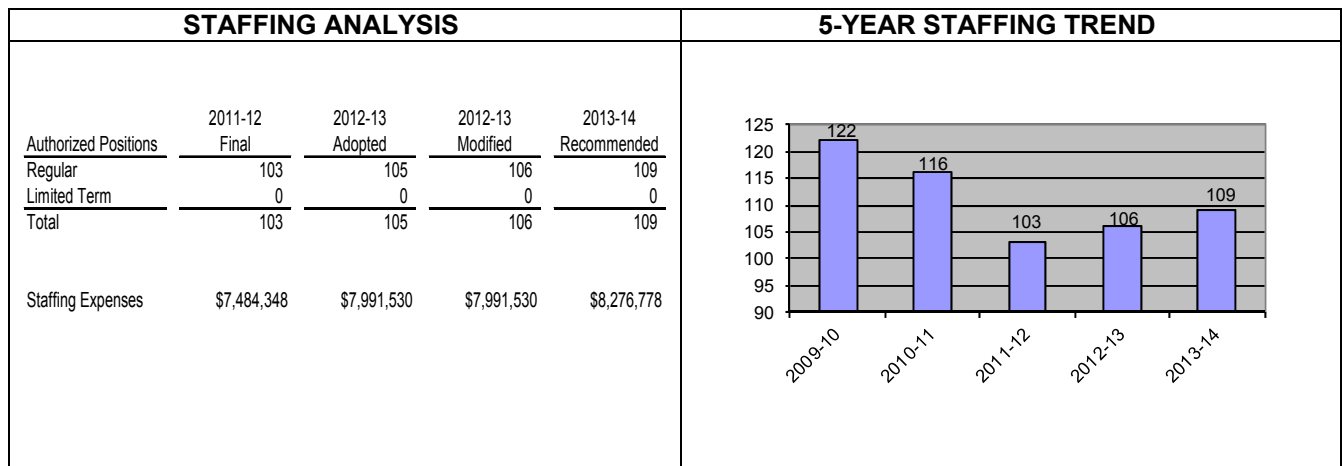
Budget at a Glance

Total Requirements	\$13,258,458
Total Sources	\$12,905,399
Net County Cost	\$353,059
Total Staff	109
Funded by Net County Cost	2%

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services - Facilities Management Division
 FUND: General

BUDGET UNIT: AAA FMD
 FUNCTION: General
 ACTIVITY: Property Management

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	7,924,141	7,833,413	7,483,123	7,823,229	7,991,530	8,276,778	285,248
Operating Expenses	6,852,257	9,993,926	7,068,796	8,129,517	8,408,176	8,261,705	(146,471)
Capital Expenditures	35,618	20,562	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	14,812,016	17,847,901	14,551,919	15,952,746	16,399,706	16,538,483	138,777
Reimbursements	(3,621,389)	(3,170,178)	(2,766,254)	(2,988,649)	(3,131,482)	(3,280,025)	(148,543)
Total Appropriation	11,190,627	14,677,723	11,785,665	12,964,097	13,268,224	13,258,458	(9,766)
Operating Transfers Out	0	0	0	4,095	0	0	0
Total Requirements	11,190,627	14,677,723	11,785,665	12,968,192	13,268,224	13,258,458	(9,766)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	22,564	621,004	1,150,694	1,079,483	1,034,433	(45,050)
Fee/Rate	3,369,583	14,599,529	11,637,129	11,210,286	11,243,489	11,495,966	252,477
Other Revenue	20	6,517	8,421	985,763	945,252	375,000	(570,252)
Total Revenue	3,369,603	14,628,610	12,266,554	13,346,743	13,268,224	12,905,399	(362,825)
Operating Transfers In	0	10,471	(10,471)	0	0	0	0
Total Sources	3,369,603	14,639,081	12,256,083	13,346,743	13,268,224	12,905,399	(362,825)
Net County Cost	7,821,024	38,642	(470,418)	(378,551)	0	353,059	353,059
Budgeted Staffing					106	109	3

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Staffing expenses of \$8.3 million constitute approximately one-half of FMD's expenditures. Operating expenses of \$8.3 million constitute the other one half and fund contracts for grounds, maintenance and custodial services; materials for repairs and maintenance of county facilities and equipment; and vehicles, tools, supplies, systems development charges, overhead and administrative costs. Reimbursements of \$3.3 million and sources of \$12.9 million offset these costs by billing County departments, the Administrative Office of the Courts, and local courts for services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

An increase of \$285,248 in staffing expense for 2013-14 is due primarily to the addition of three full-time positions to maintain additional office building space added during 2012-13. While some costs for maintenance services have increased as a result of contracting out additional services for boilers, and heating, ventilation and air conditioning (HVAC) controls, there is an overall decrease in services and supplies of \$146,471 attributed to anticipated decline in requisition work for County departments. Reimbursements increased \$148,543 as a result of the overall increase in allocation of administrative overhead.

Sources are decreasing \$362,825 primarily due to County departments not requesting work outside of basic services from Facilities Management.

In 2013-14, discretionary general funding (net county cost) of \$353,059 is budgeted to mitigate Information Services Department (ISD) charges for the creation, maintenance and support of a new financial billing system. The costs for the billing system are reflected in an increase to Central Services.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$8.3 million fund 109 positions including the addition of 3 full-time positions: 1 Facilities Management Dispatcher, 1 Air Conditioning Mechanic, and 1 General Maintenance Mechanic for maintenance services to address increased workload.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	9	0	9	8	1	0	9
Maintenance	57	0	57	52	2	3	57
Custodial	39	0	39	39	0	0	39
Grounds	4	0	4	4	0	0	4
Total	109	0	109	103	3	3	109

Administration	Maintenance	Custodial
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Assistant Director	1 Building Services Superintendent	1 Custodial Services Chief
2 Staff Analyst II	5 Maintenance Supervisor	4 Supervising Custodian
1 Secretary II	8 Air Conditioning Mechanic	1 Custodian II
2 Parts Specialist	8 Building Plant Operator	32 Custodian I
2 Fiscal Specialist	1 Facilities Mgmt Project Scheduler	1 General Services Worker II
1 Office Assistant II	5 Electrician	39 Total
9 Total	3 Plumber	
	18 General Maintenance Mechanic	
	1 Locksmith	
	2 Facilities Management Dispatcher	
	3 General Maintenance Worker	
	2 General Services Worker II	
	57 Total	
Grounds		
<u>Classification</u>		
1 Grounds Services Superintendent		
1 Supervising Grounds Caretaker		
1 Sprinkler System Worker		
1 General Maintenance Worker		
4 Total		



Utilities

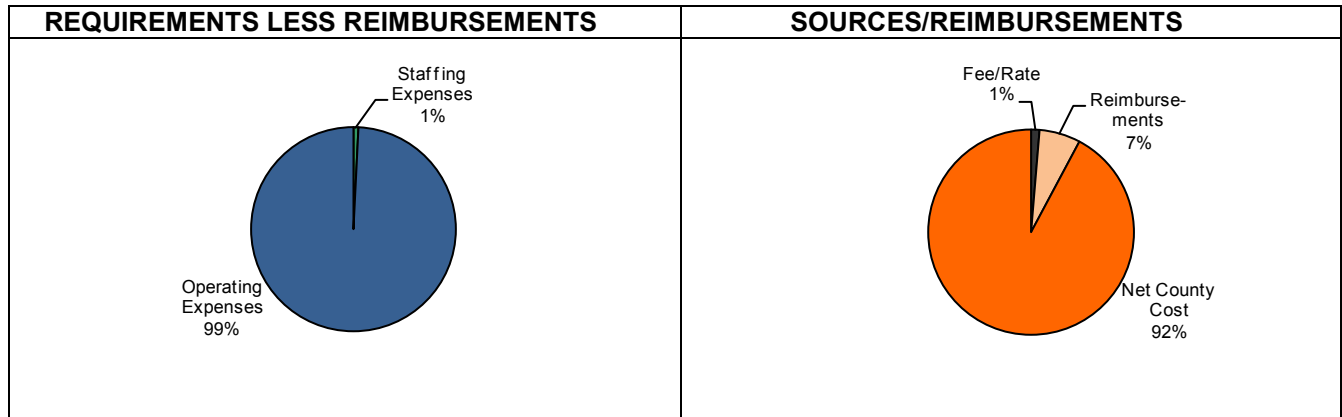
DESCRIPTION OF MAJOR SERVICES

The County's utility budget unit funds the cost of electricity, natural and propane gas, water, sewerage, refuse disposal and other related costs for County-owned and various leased facilities

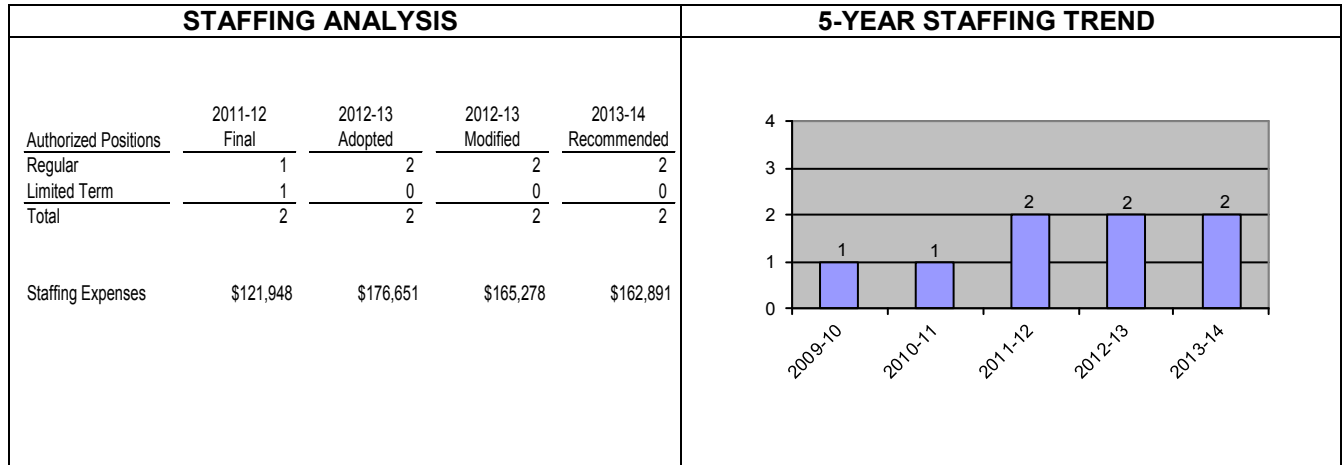
Budget at a Glance

Total Requirements	\$19,625,024
Total Sources	\$277,495
Net County Cost	\$19,347,529
Total Staff	2
Funded by Net County Cost	92%

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: Real Estate Services - Utilities
FUND: General

BUDGET UNIT: AAA UTL
FUNCTION: General
ACTIVITY: Property Management

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	90,381	95,928	116,285	157,179	165,278	162,891	(2,387)
Operating Expenses	16,839,356	17,379,188	17,120,450	19,204,379	20,599,389	20,818,516	219,127
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	16,929,737	17,475,116	17,236,735	19,361,558	20,764,667	20,981,407	216,740
Reimbursements	(1,233,697)	(953,696)	(1,233,232)	(1,280,508)	(1,280,508)	(1,356,383)	(75,875)
Total Appropriation	15,696,040	16,521,420	16,003,503	18,081,050	19,484,159	19,625,024	140,865
Operating Transfers Out	0	2,393,788	1,210,658	125,542	134,078	0	(134,078)
Total Requirements	15,696,040	18,915,208	17,214,161	18,206,592	19,618,237	19,625,024	6,787
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	12,000	2,622,147	1,291,109	125,542	134,079	0	(134,079)
Fee/Rate	148,717	234,775	181,467	251,213	251,213	277,495	26,282
Other Revenue	63,127	0	38,067	57,000	0	0	0
Total Revenue	223,844	2,856,922	1,510,643	433,755	385,292	277,495	(107,797)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	223,844	2,856,922	1,510,643	433,755	385,292	277,495	(107,797)
Net County Cost	15,472,196	16,058,286	15,703,518	17,772,837	19,232,945	19,347,529	114,584
Budgeted Staffing					2	2	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

This budget unit's requirements are \$19,625,024 and primarily funds utility costs for County facilities. Sources of \$277,495 represent utility costs passed on to customers and third parties that occupy County-owned space.

BUDGET CHANGES AND OPERATIONAL IMPACT

For 2013-14, staffing expenses of \$162,891 fund 2 positions and decreased a nominal \$2,387. Operating expenses of \$20.8 million increased \$219,127 due to rate increases anticipated for various utilities and the addition of new facilities. Reimbursements of \$1.4 million include an increase of \$75,875 for anticipated increased utility costs for the Superintendent of Schools and the Administrative Office of the Courts for courthouses, and the addition of reimbursements from the Probation Department for the West Valley Juvenile Detention and Assessment Center funded through AB109.

This budget unit also realized a reduction of \$134,078 for operating transfers out to the capital program and a reduction of \$134,079 in Federal Aid as the American Recovery and Reinvestment Act (ARRA) federal energy efficiency grant that funded various energy efficiency capital projects was fully received in 2012-13.

Sources of \$277,495 for utility costs passed on to customers and third parties that occupy County-owned space decreased \$107,797 due to the completion of the remaining project funded through the energy efficiency grant. Discretionary general funding (net county cost) increased \$114,584.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$162,891 fund 2 budgeted regular positions. There is no change in staffing for 2013-14.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Utilities	2	0	2	2	0	0	2
Total	2	0	2	2	0	0	2

Utilities

Classification

- 1 Staff Analyst II
- 1 Fiscal Assistant
- 2 Total

